

# Clwyd County Exec Minutes – 15th September 2014

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## **Members of County exec in attendance**

County Commissioner - Isabel Blore

Assistant County Commissioner - Ruth Davies

Assistant County Commissioner - Alison Williams

County President - Chris Wykes (also representing Adult Membership Support and Wrexham Division)

Division Commissioner Colwyn - Ann Egan

Division rep for South Denbighshire - Beth Taylor

Division Commissioner for East Flintshire - Chris Dwerryhouse

Division Commissioner for West Flintshire - Donna Jones

Assistant Division Commissioner for Berwyn - Denise Morris

Treasurer - Meg Jones

Public Relations Adviser - Alice Lovegrove

Trefoil - Brenda Trickett

Ty-Clwyd rep - Mary Steel

Dyfodol-y-Ddraig - Ashleigh Woodland and Kathryn Lovatt

## **Invited Guests from County team and DC's in attendance**

Sheryl Barnes – Residential Adviser and Verifier acting as Minute Secretary

Wendy Malcolm – Join Us Co-ordinator

Catriona Basey – International Adviser

Emma Lloyd – Peer Educator Coordinator and Assistant International Adviser

Ann Lovatt – Hope DC (East Flintshire)

1. Those present were welcomed and the Homily read out.

2. Apologies

Lynda Walmsley – North Denbighshire Division

Barbara Jones – Wrexham Division

Hazel Webb – Adult Support and Training

3. Minutes from last meeting held 10<sup>th</sup> June 2014

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One amendment to minutes the Meeters and Greeters for Ty-Clwyd only attend to and greet the guests. They don't return at end of the stay.

## 4. Matters arising

### a. Operational Plan (Ruth)

This is still in draft format. Just waiting for last couple of FFF's to be sent in. If anyone needs help with those please do ask. Ruth will contact those remaining divisions by email.

### b. 75+ policy

Those members aged 75 and over need to sign an insurance disclaimer as there is a slight change to their Insurance Cover provided by Girlguiding. The disclaimer needs to be signed on an annual basis Isabel will contact those concerned directly. Isabel will be trying to arrange to visit Trefoil groups etc with these forms.

### c. PR boxes

These will need information and leaflets in both Welsh and English. Alice is going to price up suitable A4 boxes. Leaflets are available from trading free of charge. These boxes will be for each district to use at local events such as school or church summer/Christmas fairs etc. There are 17 districts in Clwyd. The PR Trailer has now returned to Cwyd. We need to compile a list of volunteers with suitable vehicles for towing. They will also need a twin axle licence.

### d. Join-Us

10 ladies attended the Join-Us training at Ty-Clwyd. We have many girls within county that need to be moved on Join-Us from "assigned" to unit waiting lists. Wendy is willing to visit districts/divisions if asked to train unit leaders on Join-Us. She will also be contacting those with the largest numbers of girls on Join-Us. Reminder that enquiries should be responded to within 21 days.

### e. Mentors (Ruth)

At last meeting it was suggested for Mentor meeting for 23<sup>rd</sup> September. For various reasons this people are unable to commit to this date. At Membership support meeting it was discussed that mentor update and discussion session be held at the County Training Day on 18<sup>th</sup> October. It appears standardisation information is not reaching mentors, leaders and verifiers. During this session the information can be discussed on what evidence is needed for the LQ's. Bring any queries you may need to clarify. The session will probably be during the afternoon. Mentors can pop along to the afternoon session. Can all DC's send Ruth a list of mentors. Some divisions don't seem to have mentors, which is worrying. Ideally need mentors and unit leaders should be able to support leaders in training together.

### f. Risk assessments for Residential events (Ruth)

At last exec discussed risk assessments to go with REN forms. There was some confusion between risk assessments for the venue and risk assessment for all activities including adventurous and otherwise. We do still need a risk assessment with all REN forms. If

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venues have their own risk assessment this can be used but risk assessment are travel and activities organized by leaders etc will be needed if applicable. It was asked if units are going to an activity centre would it be useful to have just one for the centre rather than sending Sheryl the risk assessment and having numerous risk assessments for the same place. Discussion took place that venue risk assessments may have been updated since the “kept copy” and some companies e.g. PGL may have different risk assessments for each venue. If assessment is not submitted with REN from for Sheryl she will contact DC requesting form or authorisation from DC that they have seen Risk Assessment.

g. Raising Dates

Any raising dates need to be sent to Karen Evans. County meetings, trainings and activity events etc Also includes all division & district meetings as well as trainings and activity days.

5. International (Catriona)

Just had Wales selection this weekend, don't know results as yet but will have results end of October. Once Catriona knows about any changes for applications for International she will let us know. Forms with submission dates will be cascaded once available.

6. Treasurers Report (Report Tabled)

Finance meeting last week.

Annual Subscriptions: UK has increased by 50p, Girlguiding Wales has increased by 50p after much discussion it was agreed that we should increase by 50p too. Agreed this will be set at £32.50 for Clwyd.

7. PR (Report tabled)

Thanks to those that helped on our stand at the Flint and Denbigh Show; Ann Ashworth, Ann Lovatt, Kathryn Lovatt, Ruth Davies and Alice Lovegrove. Also thank you to Carol and Gwenfor Davies for towing the trailer which is now back at Ty-Clwyd. With reference to Item no 4 on tabled PR report. Perhaps now is the best time to replace banners and sails used by PR team (these are available for districts etc to use). Given the recent branding change, now might be a good time to ensure we have optimum use from these items. Alice will price up and report back at next exec. We have loaned them from Wales previously but may be nice (& would save on travel to collect and return) if we were to have our own.

8. Outdoor (Jane)

A Camp Blanket weekend to be held this will include outdoor training. Open to adults and senior section girls to be held 26<sup>th</sup>/28<sup>th</sup> September. Forms need to be with Hazel by Friday 19<sup>th</sup> September. Give it a push and see if we can get any more interested in attending.

A few dates for next year:

County cook out competition.

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1<sup>st</sup> – 3<sup>rd</sup> May Traditional Skills weekend

10th-12th July County Senior Section and Guides fun day.

Come and camp last weekend in September 2015. It is planned that this will become an annual event.

## 9. Ty-Clwyd (Report tabled)

Prices increasing - £1 increase so £10 In-County, £11 for Guides from out of County and £13 for others. If prices are not increased we won't breakeven. Need to increase for repairs, etc. All voted and increase accepted.

We have leaders attending for work days and they work really hard. It has been suggested and agreed for a voucher system for these attending workdays to then use a booking for their unit of £20 for the following year.

A lot of items are being left in the office. It is a small office so there will be an amnesty so please arrive and collect any items left during the Camp Blanket Weekend.

The owl from Prestatyn HQ is in now in residence at Ty Clwyd.

Concern expressed about Ty Clwyd website. Beth had looked to book for January and all blocked out for booking. Mary will have a look into this. Ruth checked on Website and only 1<sup>st</sup> and 2<sup>nd</sup> January on house daily were booked. We will need to re-think how to show the camping is not available during the winter months.

## 10. Adult support & Training (Hazel)

- a. Heart Start hasn't taken off very well and there are worries that they will ask for mannequins back. So now if you do First Aid training you will get the Heart Start certificate. If anyone does First Aid training can you please let Hazel know. Any requests for Heartstart training please speak to Hazel. Isabel has run a report for 1<sup>st</sup> Response training and found a lot of units don't have anyone showing that holds a current 1<sup>st</sup> Aid Qualification. Jackie can do half day refresher courses.
- b. We need more trainers, please speak up if you are interested in finding out more about becoming a trainer.
- c. New Brownie Recourse Trainings - Wrexham, Berwyn and East Flintshire not yet had these trainings.

## 11. Dyfodol-y-Ddraig (Kathryn and Ashleigh)

Unfortunately the planned event had to be cancelled but now planning another for next year. This was partly due to not knowing what the budget was. Now have a budget for the whole year is £800. Looking at a £330/£400 budget for the next event. Planned event for April the week after Easter,

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venue to be agreed. There is a CSI weekend for senior section see flyer. Can this please be cascaded to all Senior Section members including young leaders? This is the first event and we want this to be a great success.

There is also another Chill Fest in January if the flyers can be circulated.

There is now a British GG rep. All ideas are going to the British Youth Council. New uniform and will try and publish this throughout County. There is a facebook page to promote Dyfodol. They are also on Twitter so are really trying to get the name out and promote this.

There is a need to start junior councils in counties, trying to get this going. Whenever there is a senior section or International event please ensure all those eligible to attend are aware. If anyone is interested or you think someone would be interested can they email Ashleigh. Minimum age is 16. Looking at Grace getting involved, she sent her apologies for the last weekend. Ashleigh to talk to her on what Grace is willing to do. Ashleigh will be with them till April 2016 and Kathryn September 2015. Ashleigh off to university in 3 weeks so will only be available on email. NVQ dates for Archives training on weekdays so girls that would like to have gone along this was not possible. Ashleigh will send an update report.

Do we know how many senior section and young leaders in county? Isabel to try and run a report can Div Coms check too please number of SS members they have?

### 12. Trefoil (Report tabled)

Highlighted from the report was the annual picnic at Ty Clwyd. They have sent £250 to the Broneirion Brownie House Appeal and have received a thank you from Viv Craig Assistant Commissioner for Wales.

### 13. CC Report (Isabel)

#### a. Appointments

Brenda Lewis - Assistant Division Commissioner for Wrexham

Louise Clarke – Llangollen DC

Sharon Jones – Holywell DC

Linda Holborn – Deeside DC.

Grace Roberts - Dyfodol-y-Ddraig (our 3<sup>rd</sup> seat for Clwyd)

Isabel had been asked for exec to consider two nominations for Vice Presidents. It was agreed that these two ladies be asked. Isabel will contact these ladies to ask if they will accept.

Beth passed on a message that some of the Vice Presidents feel they aren't kept up to date with information. It was agreed that Mary and Beth (via friends of Ty-Clwyd) will pass on any relevant information to Vice Presidents.

#### b. Correspondence & Visits

Ruth & Isabel have attended the following representing Girlguiding Clwyd. They attended the service of Celebration for the 150years since the building of Broneirion.

Both attended the funeral of Dr Trevor Churchman.

Will be attending Thanksgiving Service as the Holywell Senior Section are celebrating 75years in October. Helen has asked if anyone knows of anyone that had been a guide in 2<sup>nd</sup> Holywell if she can be informed so invites can be sent out.

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Can we make sure all REN forms are sent back in enough time for them to be signed. Can everyone please make sure forms sent in with plenty of time – perhaps when letters go out to parents? The two weeks should be considered to be the minimum and not the norm please.

Some ladies, who have received long service badge, are asking about cloth badges (for campfire blankets etc) which are available. Leaders would have to pay for their own. Isabel will ask Ann Jackson if she would be willing to administer this.

- c. Feedback sheets – none received.
- d. Planning: Covered earlier during the meeting.

### 14. Division Feedback/Air and Share (reports tabled)

- a. Berwyn (Alison/Denise)
- b. Colwyn (Ann)
- c. North Denbighshire (Lynda)  
A Get Well card was signed by those present for sent to Lynda
- d. South Denbighshire (Beth) - Report To follow
- e. East Flintshire (Chris)

Chris had call from Lois and to do a PR in East Flintshire. (Isabel is aware that similar event in planning for Wrexham Division too.) Can we possibly try to get seniors involved with it being half term please. Chris will suggest Tesco at Broughton. Tesco has been used before as they have big area near entrance and is fairly central for East Flintshire. Next year East Flintshire Guides are going to Switzerland and have devised a Cheesy Challenge. Badges are £1. The challenge has been emailed out.

- f. West Flintshire (Donna) - Betty Cocking is in hospital a Birthday Card was signed by those present for her.
- g. Wrexham (Barbara)

### 15. Girlguiding Cymru

- a. BBB at Cardiff - Great weekend had by all. Several packs from Clwyd attended.
- b. WOW camp – several guide units from Clwyd attended. All enjoyed and memorable attempt at getting into Guinness book of Records with umbrella dance
- c. Broneirion - Several events & trainings planned flyers have been emailed out.  
Rainbow Training weekend.  
Brownie Eco Warriors  
BP weekends  
Senior section weekend

### 16. Girlguiding UK

- a. New Guide Uniform - samples were passed around for those present to view

### 17. A.O.B.

Peer education. We have 8 trained peer-educators in county, can they please put it on GO. Need to know if they need any training or support. Trainings coming up details should be available soon. This is for those that are already Peer Educators. There will be more training for new educators in the next financial year. Looking at doing more topic training and what they are comfortable with. Need to look at age of the girls. Free being me is a great resource and they can come to your unit for 2 sessions to run this. This is for body confidence at a young age.

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Isabel still has long service awards that need to be handed out so if you have any suitable events planned, please let her know.

Thank you to Movers and Shakers (Beryl Blackmore) for supplying the refreshments for the meeting.

18. Date of next meeting: Tuesday 18<sup>th</sup> November – St Marys church hall, Mold @ 7.30pm. Meg to book venue.